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Chief, [REDACTED] FDD, OO/C & Sovmat

1 NOV 1952

Deputy Assistant Director for Operations

Report of Career Service Activities

REF: (Attached) Last sentence, paragraph 2.b. of CIA Career Service Board statement dated 12 September 1952, "Coordination of Career Service Board Activities" (accompanying memo dated 23 Oct 52 to AD/O from Exec Sec. CIA Career Service Board, subject: Report of Career Service Activities)

1. For further transmittal in compliance with Reference not later than 5 November to the CIA Career Service Board, request that you furnish to this Office the name and grade of each individual participating in external-CIA training at Agency expense, and also of each person in inter-Office rotation status during the period 1 July - 15 October 1952, providing for both categories the persons' temporary (rotation or training) assignments and regular assignments from which temporarily removed.

2. Following this initial report, the data described in 1. above is requested on a monthly basis. The listing will be due in this Office on or before the 21st of each month, covering the period from the 16th of the preceding month through the 15th of each month.

3. It is emphasized that subject report is to include only those rotated persons in inter-Office status during the reported period. Transfers, rotations between Divisions, and intra-Divisional reassignments between departmental and field positions, are not to be reported at this time.

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23 October 1952

MEMORANDUM FOR:

SUBJECT: Report of Career Service Activities

1. Your attention is invited to Paragraph 2. b. of the attached statement "Coordination of Career Service Board Activities" which was approved by the CIA Career Service Board at its meeting on 17 October 1952.

2. In order to comply with these provisions it is requested that your Office Career Service Board submit a monthly report, in duplicate, of its activities to the CIA Career Service Board through the Executive Secretary. The report will contain a summary of your Board's activities. It will also include a list by name, grade, previous assignment, and present assignment of individuals in inter-Office rotation status or in extra-CIA training status. The limitations of operational security will govern the amount of detailed information to be reported (pseudonyms may be used when overseas rotation or training is involved).

3. The report will cover the activities of your Board during the period from the 16th of the preceding month through the 15th of each month. The report is due in the Office of the Executive Secretary, CIA Career Service Board on or before the 25th of each month.

4. The purpose of this monthly report is to provide a basis for the Executive Secretary's monthly report to the CIA Board. Since this report is circulated to all Office Boards with the agenda of the CIA Board it will also serve the purpose of disseminating to all Office Boards information of common concern regarding career service in CIA.

5. These reports are in addition to the copies of the Office Boards' minutes now being forwarded to the Executive Secretary for the use of the seven members of the CIA Board. However, if the minutes of a single Board meeting will serve to cover the Board's activities, such minutes may be submitted in lieu of a separate report. When the Office Board has met more than once, a summary report should be prepared.


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6. Please note that the first report under this procedure should cover the period 1 July 1952 until 15 October 1952 and should be in the Executive Secretary's hands not later than 5 November. Subsequent reports should follow the schedule described in paragraph three.

FOR THE CIA CAREER SERVICE BOARD:

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Executive Secretary

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12 September 1952

COORDINATION OF CAREER SERVICE BOARD ACTIVITIES

1. Within the limitations of operational security a free flow of information among all Career Service Boards is essential. The experience gained in the day-by-day operations of the Office Career Service Boards will be invaluable to the CIA Career Service Board and information concerning activities of the CIA Career Service Board will serve to guide Office Board activities.

2. The following procedures are recommended to insure adequate exchange of information:

a. The Executive Secretary, CIA Career Service Board, will distribute copies of the agenda and minutes of each CIA Career Service Board meeting to all Office Career Service Boards.

b. Office Career Service Boards will submit reports of their meetings to the Executive Secretary, CIA Career Service Board. Within the limitations of operational security, these reports will include tabulations of the name, grade, permanent assignment and temporary assignment of each individual in inter-Office rotation status or in formal extra-CIA training status.

c. Office Career Service Boards should submit any additional comments and recommendations requiring formal considerations by the CIA Career Service Board to its Executive Secretary. Such requests for formal action should be made as far in advance of the regularly scheduled meeting of the CIA Board as possible.

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